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14 July 1966

MEMORANDUM FOR: Director of Personnel

SUBJECT: Statements of Accomplishments for Fiscal Year 1966 - Records and Control Division

1. The Records and Control Division was established on 28 March 1966 as a part of a general reorganization of the Office of Personnel. From 1 July 1965 through 28 March 1966 the three branches, which comprise this division, Qualifications Analysis, Statistical Reporting and Transactions and Records were under the Personnel Operations Division.

2. Since their functions are distinct, this report will be composed of separate sections which will include the annual report of each of the branches of this division. Basic statistical work-load data is included in each of the branch reports and will not be repeated here. This overall division report will present the most important highlights of activities for the year as well as major plans and objectives.

3. The completion of the initial phase of the establishment of an Agency Qualifications Inventory took place during this year when the pre-CIA education and work experience of substantially all employees was coded and processed into the computer.

A questionnaire, "Qualifications Supplement to the Personal History Statement", together with instructions was developed for use in the implementation of the second phase. It is in final stages of coordination and should be sent to the printer in the near future in order to have the form available for completion concurrently with the execution of fitness reports by grade GS-12 and 13 employees in January 1967.

The questionnaire is planned to be the pin feed type which permits pre-printing by the computer. Biographic data, degrees attained and overseas service will be pre-printed on the form for each individual. If this phase of the establishment of the Agency's Qualifications Inventory is activated in January 1967 it will be substantially completed by December 1968. Foreign field personnel will complete their form when they return to headquarters.

Plans are being formulated for the continued maintenance of the inventory once established. Many items have been included in the questionnaire, the responsibility for the computer input of which resides in other elements of the Office of Personnel or other Offices of the Deputy Director Support. The use of this information and its maintenance is under study for resolution prior to initiating the second phase of the establishment of the Qualifications Inventory. It is planned that basic qualifications information will be maintained annually from information contained in the fitness report and other documents in the Official Personnel Folder.

4. In cooperation with personnel of the language school of the Office of Training the first steps were taken in the implementation of the findings of the "Report of the Working Group on CIA's Language Program" with regard to the recording of language skills. Future language registers will show which facets of the language have been disclaimed and what the ability was prior to disclaiming. The use of an asterisk beside an individual's name to indicate a disclaim or failure to take tests has been discontinued. The improvement of the recording of language abilities is a continuing process and will be reviewed periodically in conjunction with the development of the Office of Training's intensive testing program.

Form 444c, Language Data Record, which has been obsolete for some time, was revised to meet current needs. It was retitled, "Certification of Claimed Language Proficiency".

5. In anticipation of employees being asked to correct, verify, or add to their Agency overseas service as a part of completing their qualifications questionnaire, one of the contract employees hired to code qualifications has been detailed on a full time indefinite basis to the Statistical Reporting Branch. There he will work very closely with representatives of the Office of Finance, Office of Computer Services, the CIA Retirement Staff and the Statistical Reporting Branch to have overseas records as accurate and consistent as possible. The experience of this individual will be very helpful in determining the best method to process the overseas information which will be received when the qualifications questionnaire is circularized.

6. Pursuant to a report requirement levied on the Office of Personnel by the Executive Director-Comptroller through Action Memo A-455 dated June 4, 1965, new recurring reports have been programmed which show by component the number of professionals on duty and the number of professional positions on record as of the beginning and ending of each calendar quarter. Response to this request has been postponed until the end of the next quarter by the Office of Planning, Programming and Budgeting. It is the belief of the Office of Planning, Programming and Budgeting that total positions will more clearly approximate ceiling at the end of the next quarter.

7. In close cooperation with the Office of Computer Services many programs and reports were developed which were either non-existent in the past or were prepared manually. Included among these were:

-- Identification of applicants by employment categories. Computation of applicant time in process before cancelling or entering on duty. Tabulation of applicants in process by employment category, by office, and by type of security clearance received.

-- Invitee Travel Record Report.

-- Reports by employee category codes. Professional; Technical; Commo; Clerical; and Wage Board.

We plan to emphasize the development of standard machine programs which will provide informational reports and eliminate manual calculations to the extent possible. We also plan, whenever possible, to respond to requests from information on hand to decrease the impact on programming.

8. Progress has been made in building the capability of providing reports in clear language. Colleges and Universities, both domestic and foreign, and their locations and major fields of specialization have been abbreviated to meet computer print out space limitations. Clear language reports can be produced containing this information at this time. This is a part of the continued building of the Agency's qualifications inventory and is a step toward producing a biographic profile by machine.

9. The use of the Agency's name in advertising and other recruitment efforts have led to a considerable increase in the number of applicant files to be handled. To function without additional space it has been necessary to ship applicant files more frequently to Records Center. A destruction schedule of two years from date of shipment has been established except for special interest cases.

10. The conversion of the applicant qualifications register from EAM to ADP took place during this year. The qualifications of approximately 800 applicants are now registered in the ADP applicant inventory. An Office of Personnel Memorandum has been developed which is concerned with the identification of applicant files for coding. This memorandum provides guidance on what type of applicant file should be coded and a simple mechanism for such identification. It is hoped that through this means more files will be forwarded to the Qualifications Analysis Branch for coding.

11. In the future the greatest impact on this division will be the results of the endeavors of the DDS Management Information Systems Group. All three branches are vitally concerned from a consumer

or producer viewpoint, or both, in the developments which will occur as a result of the efforts of that group. It is expected that this division will play a large part in changing or presenting work orders for the reprogramming from the RCA-501 to the IBM-360.

In addition to the systems development involved in the above, equipment development could also have a significant impact on this division, particularly the Qualifications Analysis and the Transactions and Records Branches. Manufacturers are on the threshold of breakthroughs which will revolutionize record keeping. A 100 per cent effective optical scanner or an automatic file input and retrieval system could have a large impact on the work of the Qualifications Analysis and the Transactions and Records Branches.

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Chief, Records and Control
Division

Attachments: TAB A - QAB Activities
               TAB B - SRB Activities
               TAB C - TRB Activities

Distribution:
  Orig. & 3 Addressee

TAB

11 July 1966

MEMORANDUM FOR: Chief, Records and Control Division

SUBJECT: Qualifications Analysis Branch -- Annual Activity
                  Report for Fiscal Year 1966

          Activities of the Qualifications Analysis Branch for Fiscal
Year 1966 are outlined below.

A. The major functions of the Qualifications Analysis Branch are:

    1. The preparation of biographic profiles on Agency employees and
        the classification and coding of applicants' and employees'
        qualifications which are used for screening personnel records.
        The two systems were designed to assist career service panels
        and operating officials in selecting the best qualified
        candidates to meet Agency staffing requirements.

    2. In connection with the above, four major operations must be
        carried on in the Branch.

        a. The Biographic Profile function requires:

            (1) Preparation of Biographic Profile, Form No. 1200, for
                 each Agency employee;

            (2) Preparation of the Blue Book - "Principal Officials of
                 CIA" - for the DCI;

            (3) Preparation of sterile biographic summaries, other
                 than (1) and (2) above, for use outside the Agency.

        b. The Qualifications Classification Coding System requires:

            (1) The preparation of employee records (background data;
                 formal education; experience, including on-the-job
                 training and specialized skills and knowledges) in coded
                 form for incorporation in the RCA-501 and retrieval
                 of the information to meet current and emergency staffing
                 requirements by providing machine listings of qualified
                 candidates.

            (2) Classification and coding of applicant qualifications
                 for incorporation in mechanical records.

      (3) Planning attacks on the mechanical file to locate qualified individuals (those possessing specific skills, knowledges, and experience) to meet current requirements for staffing Agency positions and/or fill emergency manpower requests.

      (4) Coding of Forms 444c, "Language Data Record."

  c. Preparation of Special Manpower Studies concerning employees and applicants.

  d. Reproduction of Biographic Profiles, Personal History Statements, and various other documents.

B. Organization and Structure of Qualifications Analysis Branch.

  1. Personnel now on duty with QAB include:

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    Personnel Officer (Branch Chief), GS-14
    Qualifications Analyst (Assistant Branch Chief), GS-12
    Qualifications Analysts, GS-09
    Qualifications Analyst, GS-08
    Qualifications Analyst, GS-07
    Secretary Stenographer, GS-03
    Personnel Clerk, GS-05
    Personnel Clerk, GS-04
    Qualifications Coders (Contract Employees)
    Clerk (Contract Employee)

  2. During Fiscal 1966 the following employees were reassigned to or from the Qualifications Analysis Branch:

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    as secretary to the Branch Chief;

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    , a Qualifications Coder (Contract Employee), left upon completing the terms of his contract;

25X1A9a

    was detailed to Placement Branch, Personnel Operations Division;

25X1A9a

    was detailed to the Recruitment and Retirement Division;

25X1A9a

    who was on detail to QAB from March 1965 to Jan. 1966 was reassigned to the Records Management Staff;

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    were detailed for short periods to QAB (from DDP);

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██████████████████████████████ worked as summer employees,
June - September of 1965;

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██████████████████████████████ were hired as contract
employees.

C. Highlights of Accomplishments during Fiscal Year 1966:

1. Biographic Profiles

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b. Twenty-one narrative profiles for the DCI's book
"Principal Officials of CIA", were prepared (initial profiles).
Forty-one additional narrative profiles were updated.

c. Eight special narrative biographic summaries were prepared
at the request of the Chief, Personnel Recruitment Division,
Office of Personnel, covering personnel scheduled to
participate in the Agency's "100 Universities Program"
held Oct-Nov 1965.

d. A study was completed showing the total number of years of
intelligence experience and the total number of years of
CIA experience for key Agency personnel.

2. Qualifications Classification Coding System

a. During Fiscal Year 1966, 5,474 staff employee files were
reviewed and coded in the new system.

b. 820 applicant files were reviewed and recorded in the
new Qualifications System.

c. 2,372 previously coded employee files were reviewed to
verify proper recording in the computer. Corrections were
made when errors were encountered.

d. To help Agency officials find people qualified for specific
jobs, QAB processed 104 "machine run" requests. 67 of these
were done manually by reference to computer produced
Qualifications Rosters.

13 requests for applicants were serviced by the computer.
23 requests (for employees) were serviced by the computer.
1 applicant request was performed by a manual search while
all applicant files were in QAB being coded in the new system.

GROUP 1
downgrading and
declassification

e. 4,328 "Language Data Records" were received and incorporated in the computer qualifications system. These included Forms 444c and Forms 1273 (respectively claimed and tested language proficiency).

3. Reproduction. During Fiscal Year 1966 a total of 154,986 sheets were reproduced by one Xerox 914 machine. This reproduction included:

a. 92,096 sheets -- Biographic Profiles prepared and updated or reproduced "As Is";

b. 270 sheets -- Personal History Statements reproduced;

c. 49,029 sheets -- External requests for miscellaneous types of material;

d. 13,571 sheets -- Reproduced for QAB use;

e. 154,986 -- Total sheets reproduced.

4. In connection with the Biographic Profile System and the Qualifications Classification Coding System, a number of briefings were conducted during the reporting period, which included the following:

a. Two Systems Design Specialists from the Department of Agriculture - on the theory and applications of the QAB Qualifications Classification Coding System.

25X1A9a   b. Various Agency employees on different occasions; including two, ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ who each remained several weeks while unassigned, and studied the part of the QAB coding structure used to code DDP operational experience. Each made worthwhile suggestions for improvement in the coding to be used to record DDP operational experience.

D. Problems met and solved.

1. The initial phase of recording employee qualifications was completed. (Pre-CIA Qualifications). The few uncoded employees now consist almost entirely of those who entered on duty so recently that their files are not yet obtainable, or else those files of some Staff Agents whose files Central Cover Staff will not release due to the sensitive security status of their cover.

2. Recoding of applicants coded in the IBM system was completed, as well as of all new applicant cases. Both applicant qualifications searches and employees qualifications searches

are now accomplished by computer search or manual reference to
registers produced by computer and on hand in QAB. Use of
the EAM (IBM) system was abandoned entirely in early 1966 for
applicants and September of 1965 for employees. Data on
both is now more complete and current than was ever true of
data in the EAM system.

3. Biographic profiles are now being updated when Personnel files
are coded or recoded. (As well as when specially requested).
Coding employee Agency experience will not begin until early
1967 due to unavoidable delays in accomplishing the necessary
coordination and concurrences needed from major Agency
components for the Questionnaire to be used also concerned
with the system's ultimate use. The current procedure for
updating profiles when Personnel files are in QAB for coding
will help Biographic Analysts keep profiles up to date on a
scheduled basis and will continue to improve their currency
and coverage.

4. The undertaking of a phase of the system development originally
projected for after the addition of Agency Experience is under
way now. This is the development of computer capability for
printing out clear text biographic profiles. The capability
has now been achieved for print out in clear text of college
education - specifying the degree, major, institution (and
location), and year of completion. This capability has been
successfully proved on several reports prepared for operating
officials. The Logistics and Communications Career Services
requested and received complete educational summaries on all
their employees possessing college degrees.

5. OTR was assigned the responsibility to carry out a re-testing
program on employees who had previously claimed or been tested
in foreign language ability. In the process of accomplishing
this they will get many disclaims of proficiency on languages
(or individual language factors) from employees who previously
claimed or were tested at a proficiency level now being
disclaimed. QAB and OTR officials met on a number of occasions
to discuss the problems which will result in recording the
language data to be obtained. QAB developed a supplemental
language coding structure which, while completely compatible
with the existing structure, will solve the problems and
ambiguities which would otherwise prevail after OTR completes
its testing program.

E. Problems met and not solved.

1. The time element involved in obtaining service on requests
levied on the Office of Computer Services presents a problem.
This was always a problem, but seems at times to have been
more severe due to causes probably related to greater demands
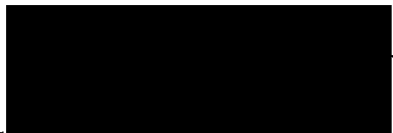
from all components for services from OCS due to greater system and computer capability without corresponding increase in trained computer personnel – particularly programmers experienced in Agency systems. We receive splendid cooperation and courteous assistance in all personal relations with their personnel (OCS).

2. The Employee Questionnaire was developed in time and with the hope it would be sent to employees on the same time schedule as the Fitness Report schedule for these employees – in early 1966. Unavoidable delays occasioned in obtaining the concurrences (and incorporating necessary changes if needed) are still delaying accomplishment of the second phase of creating the system as described in the approved plan. It now appears that in early 1967 this phase will be implemented with the GS-12 and 13s. The time is being used profitably to make improvements, corrections, and as already described, to begin development of the capability of computer print out of clear text meaning for information originally recorded in coded form.

F. Forecast for Fiscal Year 1967

1. Substantial progress toward achievement of clear text profile capability will be achieved. Initially the resulting profiles will have many "rough edges", more than likely producing many employees to criticize the result for not closely corresponding to their then current notion of what their profile should be like. Successful further communication and improvement in coding should eventually produce accurate, if brief, profiles however.

2. Language Qualifications data should be considerably improved when the OTR testing (and re-testing) program initiated by the Agency Language Committee results in much more valid and current data on all employees than is now typical. OTR has begun this program and is now sending QAB the test results which we are putting in the system as fast as received.

3. The recording of Agency Experience should be begun sometime early in calendar 1967; this data is greatly needed and is a "must" for the type of effective Qualifications system needed to help select the best qualified personnel needed to fill the Agency's personnel requirements.

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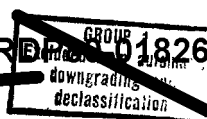
Chief, Qualifications
Analysis Branch

Attachments (4)

Distribution:
    Orig. & 1 Addressee

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REQUEST FOR APPLICANTS
SERVICED BY EAM OR RCA-501 BY OCS

1. Requested listing of all applicants in EAM Applicant Register. This listing provided the basis for recoding these in the new system.

2. Received request from OP/POD/PB/██████ for applicants qualified in veterinary medicine for DDS&T; computer run disclosed no qualified applicants.   25X1A9a

25X1A   3. Furnished EE/██████████ Ofcr names of 2 applicants, naturalized and qualified in Journalism, German & English.

4. Furnished OP/POD/PB/██████ with 2 applicants qualified as Metallurgists for OSI consideration.   25X1A9a

5. Furnished OP/POD/██████ with 3 applicants' names who were qualified for consideration for GS-15 Branch Chief position as Chief, Physics and Electronics Branch, OSI.   25X1A9a

6. Requested for OP/CPD/██████ a search for applicants with Czech language proficiency; a computer search disclosed there were none meeting this requirement. (for an overseas contract job)   25X1A9a

7. Furnished DDP/SR/██████████ with names of 12 applicants with intermediate or higher proficiency in Russian language.   25X1A9a

8. Furnished OP/POD/PB/██████ with a computer listing of 41 applicants possessing qualifications as potential candidates for an overseas position (without family) to maintain a transmitting station (Office of Communication).   25X1A9a

9. Furnished DDP/EE/██████████ with a computer listing of 4 applicants with Polish language, for an overseas contract job.   25X1A9a

10. Furnished NPIC/Pers/██████████ with a computer listing of 37 applicants with qualifications requested for consideration for a Management Budgeting job.   25X1A9a

11. Furnished OP/DD/R&P/██████ 17 files of applicants qualified as Civil Engineers & Architects.   25X1A9a

12. Furnished DDP/AF/██████████ with names of 3 applicants qualified for consideration as manager of a ██████████   25X1A9a
                                                                                25X1C

13. Requested on 21 June 1966 for OP/Deputy for Recruitment and Placement██████████, a listing of all applicants qualified in Packaging Engineering. This has not yet been serviced by OCS.   25X1A9a

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Excluded from automatic downgrading and declassification

TAB-A

APPLICANT REQUESTS
MANUAL SEARCHES

1. Furnished OP/POD/PB/████████ with 79 files of applicants   25X1A9a
qualified as Aerospace Engineers/scientists, physicists, mathematicians,
and/or electronic engineers.

This was the only applicant request serviced manually;
it came when all applicant files were on hand in QAB for recoding in
the RCA-501 system; it was serviced, after agreement with the requestor,
over a period of several months as the files were reviewed for coding.

GROUP 1
Excluded from automatic
downgrading and
declassification

TAB-B

EMPLOYEE REQUESTS – COMPUTER SEARCHES

25X1A9a

    1. Furnished ████████████ of the DD/P with computer listing of DD/P personnel married to foreign born spouses.

25X1A

    2. Furnished FE/████ with computer listing of "D" male GS-11-13 employees with electronics background suitable for clandestine operations.

25X1A

    3. Furnished SR/████ with computer listing of Agency personnel who attended University of Pittsburgh <u>within</u> the years 1944-51.

25X1A9a

    4. Furnished DDI/Ch Adm/████████████ with a tabulation of DDI professional employees with college degrees.

25X1A9a

    5. Furnished DDP/████████████with tabulation of college degrees held by "D" designation employees.

25X1A9a

    6. Furnished DDP/EE/████████████with computer listing of 6 employees of former Swiss citizenship.

25X1A9a

    7. Furnished DDP/████████████ with a computer listing of "D" employees GS-09-18 with college degrees.

25X1A9a

    8. Furnished OP/Recruitment & Retiree Placement Division, ████████, with computer listing of all employees with degrees from 5 specific West Coast Colleges.

    9. Requested a computer listing of 3 letter codes currently in employee record, to be used for correcting codes used in error by QAB. These were received and are used for the above purpose.

    10. Requested a computer list in serial number sequence of all employees not yet recorded in order to provide a basis for identifying those not in system to permit concentration of efforts to assure their earliest inclusion. These were received and are used for the above purpose.

    11. Furnished OL/Pers/████ with computer list of OL employees in the military reserve program.   25X1A9a

    12. Requested a list of all Agency personnel in serial number sequence, to assist in work of maintaining qualifications registers, identify those whose names had been changed but not on Biographic Profiles, etc.

    13. Requested for TSD/████ a computer list of all employees with spouses of non-U.S. citizenship or citizenship received in last 5 years; computer produced none meeting these requirements.   25X1A9a

TAB-C

14. Furnished TSD/█████████ computer list of employees   25X1A9a
with spouses of former non U.S. citizenship (approximately 430 names)

25X1X1   ████████████████████████████████

15. Furnished OP/POD/PB a computer listing of all identifiable
sets of twins employed by the Agency (8 sets of twins).

16. Furnished DDP/NE/█████████████ with computer listing   25X1A9a
of all employees having proficiency in Arabic, Turkish, and Farsi
(Persian) languages.

17. Furnished DCI/DDS with computer listing of all employees
with doctorate degrees showing name, grade, occupational series code,
organizational location, career service, sex, and serial number.

18. Furnished DDI/Ofc of DDI/████████████ with a computer   25X1A9a
tabulation of all DDI professional employees, showing language qualifi-
cations (or lack there of) possessed by each.

19. Requested from Office of Computer Services a listing of
all employees by grade level/serial number sequence who were not yet
recorded in the new Qualifications System. This was only for QAB use
in organizing the work remaining to assure initial recording of all
employees' qualifications.

20. Provided DDS/OL/Pers/████████ with a computer listing   25X1A9a
of all SL designees, showing in <u>clear text</u> the college background of
its employees holding degrees (which degrees, name and location of
college, field of specialization, and year degree was received).
Those without degrees were listed and so indicated (as having none).

21. Provided DDS/OC/Pers/██████with a computer listing of   25X1A9a
all Commo employees, showing in <u>clear text</u> the college background of
its employees holding degrees (which degrees, name and location of
college, field of specialization, and year degree was received).
Those without degrees were listed and so indicated (as having none).

22. Provided DDI/Ofc of DDI ████████████ with a revised
computer listing of DDI professional employees.   25X1A9a

23. Requested for OP/RCD/QAB a listing for each of the SP,
SF, and SL career services of all GS-07 and higher employees showing:
Serial number, grade, name, college degree (Specialization) in clear
text with degree (PhD, MA, BA, etc.) college, and year received, year
of birth, and AA item.

GROUP 1
Excluded from automatic
downgrading and
declassification

TAB-C

EMPLOYEE REQUESTS - MANUAL SEARCHES

1. Furnished OP/POD/PB, ▮▮▮▮▮▮ a list of employees with   25X1A9a
degrees in veterinary medicine and animal husbandry.

2. Furnished D/Dir/Pers with approximately 50 profiles of
GS-13 and up employees with math degrees and computer program or
project planning experience.

3. Furnished OP/BCD/Ins. Br. with about 40 profiles of
employees GS-11-14 with insurance experience.

25X1A   4. Furnished C/CI, ▮▮▮▮▮ with male employees with military
CI experience and proficiency in any of: French, Italian, Spanish,
Vietnamese, Annamese languages.

5. Furnished OP/POD/PB ▮▮▮▮▮▮▮▮▮ with names and profiles   25X1A9a
of 16 employees with degrees and/or experience as metallurgists for
OSI consideration.

6. Sent to ▮▮▮▮▮▮▮▮▮ 19 profiles of employees with   25X1A9a
proficiency in Vietnamese language.

7. Sent to DDI/Ch Adm Staff, ▮▮▮▮▮▮▮▮▮▮ 40 profiles   25X1A9a
of DDI employees GS-13 and up with Southeast Asia area knowledge.

8. Furnished DD/Pers/▮▮▮▮▮▮▮▮ with 4 names of 4 male   25X1A9a
employees qualified as secretary-stenos; this was in response to a White
House request.

9. Furnished FE/▮▮▮▮▮▮▮▮▮▮▮ with 11 profiles   25X1A9a
of employees with experience in PSY war operations.

10. Furnished OP/CSPD with 15 profiles of employees with
experience in marine engineering.

11. Furnished OP/PB/▮▮▮▮▮▮ with 20 profiles of GS-12-15   25X1A9a
employees qualified as Civil Engineers for DDS&T consideration.

25X1A   12. Furnished DDP/SR▮▮▮▮ with 20 profiles of "D" employees
with degrees or experience in Agronomy or Agriculture.

13. Furnished OP/POD/PB/▮▮▮▮▮▮▮, with 20 profiles, of   25X1A9a
employees with Diesel engine experience.

14. Furnished OP/POD/Ch with 4 profiles of secretaries
suitable for job in Office of ▮▮▮▮▮▮▮▮▮   25X1C

15. Furnished OTR/Pers/▮▮▮▮▮▮▮with 19 profiles of male   25X1A9a
employees with experience in dramatics or radio/TV announcing.
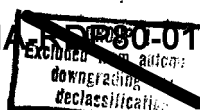
Excluded from automatic
downgrading and
declassification

TAB-D

16. Furnished DDP/EE/████████████████ with a list of   25X1A9a
Polish speaking employees (intermediate level proficiency or higher).

17. Furnished OP/POD/Ch with profiles of additional "front
office" type secretaries for job in ████████████████████   25X1C

18. Furnished OTR/Adm/█████████ with profiles of 21   25X1A9a
employees qualified as instructors in Agency's Off-campus Training
Program.

██ 25X1A9a

20. Furnished OP/CSPD with names of two employees able to
communicate in sign language.

21. Furnished OP/POD/SRB with information needed to complete
his machine listing on GS-14-18 employees in DDS (marital status
and educational data on specific employees not yet recorded in
qualifications system.)

22. Furnished OL/Pers/████████ with 4 profiles of GS-14   25X1A9a
and GS-15s qualified for consideration as printing plant managers.

23. Furnished OL/Pers/████████ with 9 profiles of GS-7-8   25X1A9a
employees with statistics experience.

24. Furnished OL/Pers/████████ with 18 names of GS-7-14   25X1A9a
employees qualified in statistics.

25. Furnished DDP/EE/████████████ with 29 profiles of   25X1A9a
employees with proficiency in Serbian and Croatian language.

26. Furnished OL/Pers/█████████ with 18 profiles of employees 25X1A9a
with procurement experience.

27. Furnished OP/POD/DC/████████ with 23 As Is profiles of   25X1A9a
GS-9-11 female employees with degrees in Education plus secretarial
skills.

28. Furnished OP/CSPS/C/████████ with 54 profiles of   25X1A9a
employees PP type background for consideration as ████████liaison   25X1A6a
officer position.

29. Furnished OP/POD/PB/████████ with 5 names and profiles 25X1A9a
of candidates for typewriter (flexowriter) repairman GS-9 position.

30. Furnished DDS ████████ with a report of ████ employees   25X1A9a
holding PhD degrees.   25X9

TAB-D

31. Furnished OP/BSD/Retirement Br/█████████ with a list of   25X1A9a
employees having OSS experience.

32. Furnished DDP/FE█████████ with a list of employees 25X1A9a
holding degrees in oriental studies, Modern History of Far East/Asia,
and Literature of Far East/Asia.

33. Furnished DDP/WH/█████████ with list of employees   25X1A9a
with Spanish language proficiency.

25X1A   34. Furnished DDP/EE/███with a list of employees with
proficiency in the Danish language.

35. Furnished OP/POD/Ch with a list of employees for
consideration for a job calling for a Far Eastern expert (China).

36. Furnished DDI/Ofc DDI/█████████ with a list of graduates 25X1A9a
of George Washington University and Pittsburgh University graduates
qualified to travel to these universities to examine their China centers.

37. Furnished DDS&T/Pers/█████████ with a list of employees   25X1A9a
experienced in piloting aircraft.

38. Furnished OP/POD/Ch with a list of 80 employees, with
profiles, who possess pre-CIA public media experience (newspaper, TV,
radio, public relations, etc.).

39. Furnished OP/POD/Ch with 55 profiles of employees GS-16-18
with law degrees.

40. Furnished OP/CSPS/Pers█████████ with 36 profiles of "D"   25X1A9a
employees, GS-13-15 with FBI investigative experience and law degrees.

41. Furnished DCI/General Counsel/█████████ with 11   25X1A9a
profiles of single employees with law degrees.

42. Furnished TSD/█████████ with 12 profiles of "D"   25X1A9a
employees, 40 years old or less, with degrees in Chemistry.

43. Furnished TSD/█████████ with 44 "D" employees with   25X1A9a
degrees in Psychology.

44. Furnished OP/CSPS█████████ with 9 profiles on "D"   25X1A9a
employees with Finnish language proficiency.

45. Furnished OP/DD/█████████ with 115 profiles of 115   25X1A9a
GS-15 and higher employee candidates for █████████████████ Saigon. 25X1C4a

46. Furnished OL/Pers█████████ with 141 profiles of DDS   25X1A9a
headquarters personnel with degrees in law, accounting, Mechanical or
Electrical Engineering, and in grades GS-9-13.

Excluded from automatic
downgrading and
declassification

TAB-D

47. Furnished OP/POD/PB/█████████ with names of 6 employees, **25X1A9a** and profiles of 3 of these (3 unavailable), qualified as candidates for a GS-15 job as Branch Chief, Physic & Electronics Branch, OSI.

48. Furnished DDP/WH█████████████ with 172 names of "D" **25X1A9a** employees with proficiency in Portuguese.

49. Furnished OP/CS/Pers with 64 profiles of "D" employees qualified as candidates for President Johnson's Graduate Program in Systems Analysis.

50. Furnished DDS/OTR/Registrar/█████████ 38 profiles of **25X1A9a** employees qualified as candidates for President Johnson's Graduate Program in Systems Analysis.

51. Provided DDS/Col.White with a table of percentages of personnel with foreign language ability who entered on duty during the period 1 July 1965 – December 1965. This table showed percentages having no language (25%), 1 language (49%), 2 languages (19%), and 3 or more (7%).

52. Provided a statistical tabulation for DDS/DDS/████████████ **25X1A9a** showing number of dependents aged 7-18 who could be visitors if an invitation were extended to employees to bring dependents to a "get acquainted" gathering being planned by the Office of the DDS.

25X1A

53. Provided DDP/FE█████ with 52 profiles of employees with Far Eastern area study college degrees (35 "D" employees; 17 DDI employees).

54. Provided DDI/DDI/████████████ with 17 profiles of DDI **25X1A9a** employees with Far East area study college degrees.

55. Furnished DDS/OTR/Selection Board████████ with 23 **25X1A9a** profiles of candidates for an Agency sponsored external training program.

25X1A

56. Furnished DDP/SR█████ with 33 profiles of "D" employees 25-40 years old with pre-CIA experience in publications or journalism.

25X1A9a

57. Furnished DC/FDD/Support Branch/█████████████ with a list of 40 employees with intermediate or higher proficiency in the Norwegian language.

58. Furnished DDP/EE/████████████ with 5 names of "D" **25X1A9a** employees with Albanian language proficiency.

59. Furnished DDP/CSPS/B/████████ with 18 "D" employees **25X1A9a** qualified on basis of ████████████████████████████ **25X1A** case officer position.

60. Provided DDI/DCS/███████ with complete language   25X1A9a
qualifications summary for each employee of Contact Services.

61. Furnished DDI/ORR/███████ with profiles of 12 employees   25X1A9a
qualified as statisticians.

62. Furnished DDS/Asst Exec/███████ with 18 profiles on   25X1A9a
candidates for editor of Support Bulletin ("S" designees).

25X1A

63. Furnished DDP/EE/████ with a list of EE and WE employees
possessing proficiency in both French and German (53 employees).

64. Furnished OP/POD/PD with 69 profiles of employees
qualified for consideration for a job in Program Management (31 with
LLB degrees).

65. Furnished DDS/OL/Pers/███████ with ████ SL designees.   25X1A9a
  25X9A2

66. Furnished OP/PD/████ 12 profiles of employees for   25X1A9a
consideration for GS-9 Archivist position.

67. Furnished OP/PD/Ch with statistics on percentage of
Agency professional employees with advanced degrees (22%).

TAB

MEMORANDUM FOR: Chief, Records and Control Division

FROM   :   Chief, Statistical Reporting Branch

SUBJECT   :   Annual Report for Fiscal Year 1966

I. Accomplishments:

A. During this past fiscal year, a heavy emphasis was placed on visual
    aid charts, strength projections, progress reporting, applicants in
    process, invitee travel, and recurring reports based on the sub-cate-
    gory codes (employment categories): Professional; Technical; Clerical;
    Commo; and Wage Board Types.

B. A new "Hump" chart was prepared on GS-09 and above "D" designated staff
    personnel by age. This chart projected strength up through 1975 and
    had three strength distribution curves: (1) based on the effect of
    the CIA Retirement and Disability System; (2) the effect without the
    CIA Retirement and Disability System; and, (3) a comparison of the two.

C. The charts which are used by both the D/Pers and DD/Pers for periodic
    briefings were up dated - some were changed from 30" x 40" charts to
    view graphs for convenient handling and exhibiting.

D. Personnel forecasts through 1972 were prepared showing staffing require-
    ments to meet Agency employment levels for fiscal years 1966 through
    1972.

E. Complete new Office of Personnel Progress Charts were established by
    OD/Pers and are being up dated monthly by SRB.

F. Placement Progress Charts have been changed to reflect general schedule
    personnel only and to show figures going back through fiscal year 1963
    by month.

G. Working with the Office of Computer Services, Applications Division,
    new recurring reports have been programmed showing on duty strength
    and position titles by employment categories. These report require-
    ments were levied on the Office of Personnel by the Executive-Director
    Comptroller through Action Memo A-455, dated 4 June 1965, which re-
    quested reporting by component the number of professionals on duty and
    the number of professional positions on record as of the beginning and
    ending of each calendar quarter.

SUBJECT: Annual Report for Fiscal Year 1966

H. The applicants in process file, which is maintained by OCS/Operations Division, has had the following reports established: (1) The identification of applicants by employment categories; (2) Machine computation of time in process before entering-on-duty, cancelling, and those who are in process, how long they have been in process; (3) Tabulation of those who are in process by employment category by office and by type of security clearance received as of the end of the reporting period.

I. Tied in with the in process file is a new file which was initiated 1 January 1966 and is referred to as the "Invitee Travel Record". The data is coded from the Travel Voucher forms by SRB and the coded information is sent to OCS as input.

J. The number of statistical tables prepared by SRB decreased by 13.5% which is due to the discontinuance of the four illustrated statistical books. But, it is estimated that the decrease will not be for long as SRB has been given new monthly charts to prepare and up date.

K. Reports prepared by OCS for SRB have increased over the past fiscal year by 26.4% and this increase is due mainly to new reports based on the employment category codes.

II. Progress:

A. More and more of the reports prepared by and received from either OCS/AD or OCS/Ops are based on the sub-category code of employees and/or positions. It is hoped that within fiscal year 1967 reporting by employment categories will be based on these sub-category codes, thereby, eliminating the grade breaks as a means of determining what is professional, clerical, etc.

B. The dollar cost expended for Invitee Travel is being computed by month, and the number who have entered-on-duty or cancelled can be determined.

C. Review and revisions to the processing of the employees' Agency overseas service data is being done by the Plans and Review Staff along with the assistance of the Office of Finance, Office of Computer Services, and the Statistical Reporting Branch.

D. This office has done very well in meeting the increased requirements for visual aid charts, Agency strength projections and in the establishment of new Office of Personnel Progress Charts.

25X1A9a E. ▮▮▮▮▮▮▮▮▮▮▮▮▮▮, a contract employee assigned to QAB, has been detailed to SRB to take over the coding of overseas service data as reflected on the Form 3100 - Nomination and Designation of Participant.

SUBJECT: Annual Report for Fiscal Year 1966

The coding is being scheduled by selected grades to coincide with the Fitness Report call-up grades.

F. Many of the new reports that are prepared by OCS/AD for OP are being formated in a more sophisticated and usable manner, thereby, eliminating the need to have the data transferred by SRB to a more practical format.

III. Problems:

A. It is difficult to report accurately when organizational changes lag behind ceiling changes or when ceiling changes lag behind staffing complement changes, or when employees are shown by action to be assigned to one area but are physically located somewhere else.

B. The Personnel Emergency and Locator Record could be used in many ways if the record actually reflected the employee's physical location. This file could be used to report number and type of employees assigned to each building. Also, the Office of Logistics would find it very helpful in their space allocation surveys, planning, etc. I feel that this system should be reviewed and revised in order to make better use of this file.

C. Destruction of classified documents remains a problem: in the amount of time required to remove classified trash from the area; the untidy appearance it gives the office; and the danger of fire.

D. I have been fortunate to have had a full staffing complement up through 24 June, but now I am short a secretary-typist during a period when the workload is the greatest.

E. Computer service requests, which heretofore were submitted directly to OCS by SRB, are now being routed for review through OP/RCD, O/DDS, and then to OCS. This does create some delay in the submission of requests.

F. This office is still being used by employees from CSPS. It is understood that there are plans underway for them to move.

G. There is a need for OCS/AD to pull maintenance on the personnel historical data to see that the records are complete and reflect any changes that would affect the use of such personnel data.

H. In connection with item G, OCS/AD should be instructed to review the Agency's Personnel History Master covering September 18, 1947, through Octover 1960. This data, in its present condition, is not usable for reference or for use in statistical studies. It is estimated that it

SUBJECT: Annual Report for Fiscal Year 1966

would take two programmers nine months to get this data in a usable format.

IV.   Future:

A.   The future is pointing to an increase in projections and analytical studies. This will involve new computer programs which will auto-provide forecasts of Agency strength; employment requirements; separations; accessions; promotions; employment categories; reassignments in and out of components; average grades, salaries, age, etc; and visual aid charts.

B.   It will be necessary to review the historical data maintained on magnetic tapes and identify the occupational titles of employees and positions by the employment category codes. Also, it is necessary to run maintenance on this historical information making corrections, adjustments, and fill in any missing data in order to meet future requests based on past records.

C.   The information which is still kept on the old EAM system, namely, the applicant data and invitee travel information should be reviewed and programmed for an automatic data processing system.

D.   Recruitment requirements should be documented so it can be used as input to the computer and tying it to the applicant in process file and invitee travel record.

E.   Closer working relationship with OCS is necessary in order to acquire the data which SRB will need and, if possible, maybe assist in the necessary programming required to obtain the needed information. The employees assigned to SRB should receive training and continued exposure to ADP.

F.   There will be an increase in the workload surrounding the coding of overseas service data which will be reflected in the Qualification Questionnaires to be distributed during F.Y. 67 and F. Y. 68. The returned Questionnaire will have to be reviewed and any changes, additions, or deletions made to the overseas service data will have to be coded by SRB.

G.   The above mentioned requirements in projections, analytical studies, and visual aid charts will probably require the use of a full time employee.

V.   Plans for Fiscal Years 1967 and 1968

A.   I do not comtemplate drastic changes in space, equipment, or employee requirements during fiscal years 1967-68. But, I do feel that as SRB

SUBJECT: Annual Report for Fiscal Year 1966

becomes more involved in projections, analytical studies and visual aid charts it might be necessary to require the services of an additional employee - one who has had experience in statistics, personnel work, and in the field of ADP.

B. This office's functions will be greatly influenced by the results of the Management Information System Group's study, but I feel that the final results are several years away.

25X1A9a

Chief, Statistical Reporting Branch

Attachments:
Tab A - Reports Prepared and Distributed - Fiscal Year 1966
Tab B - Selected Recorded Statistical Data - Fiscal Year 1966
Tab C - Annual Activity Report - Fiscal Year 1966

STATISTICAL REPORTING BRANCH

FISCAL YEAR 1966

STATISTICAL TABLES PREPARED AND DISTRIBUTED

FREQUENCY	NO. OF TABLES
Total	3682
Recurring	3517
Daily	260
Weekly	156
Bi-Weekly	78
Monthly	2156
Quarterly	469
Semi-Annually	366
Annually	10
Non-Scheduled	22
Special	165

MACHINE LISTS AND TABULATIONS DISTRIBUTED

FREQUENCY	NO. OF REPORTS	NO. OF RECIPIENTS
Total	824	4865
Recurring	692	4734
Bi-Weekly	78	234
Monthly	492	3792
Quarterly	80	552
Semi-Annually	24	126
Annually	8	15
Non-Scheduled	10	15
Special	132	132

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STATISTICAL REPORTING BRANCH/RECORDS AND CONTROL DIVISION

ACTIVITY REPORT

Fiscal Year 1966

Type Report	Total Hours	O/S Forms	Actions	T/O & Clng. Rpt.	Dey, Wk., Mo. Strength Rpts.	Photostats	PCR	Separations	PSR	PSR Supp.	Historical Ann.	Rosters	TRNG Internal	TRNG External	Special Rpts.	Other Rec. Rpts.	Miscellaneous
Total Hours a/	13246	556	393	68	1072	176	357	979	134	291	1097	1733	16	-	2766	2367	1241
Data Prep	1999	4	-	55	44	9	183	143	2	87	62	597	-	-	495	318	-
Rpt. Dist.	1251	-	-	-	14	8	129	57	8	1	-	873	-	-	33	118	10
Typing	1743	-	25	-	163	13	-	137	20	16	-	43	-	-	458	217	651
Filing	119	-	2	-	-	-	1	2	-	-	-	41	-	-	20	26	27
Lining	136	-	-	-	32	14	-	18	-	6	12	-	-	-	4	45	5
Verifying Recs. and Rpts.	2688	250	122	12	206	66	-	193	25	25	660	54	-	-	424	614	97
Statistical Analysis	2191	-	202	-	433	16	-	148	42	39	263	20	-	-	583	352	93
Drafting	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	-
Graphics	559	-	-	-	-	22	-	10	-	-	-	-	-	-	371	156	-
Report Writing	637	24	-	-	-	2	-	195	8	74	40	-	-	-	88	206	-
Coding	481	230	-	-	-	-	-	-	-	-	-	12	-	-	127	40	72
Report Assembly	321	10	-	-	18	19	40	54	8	5	8	11	-	-	31	117	-
Planning	21	-	-	-	-	-	-	2	-	-	-	-	-	-	19	-	-
Liaison	80	-	-	-	-	-	-	-	-	-	-	9	-	-	49	-	22
Destroying	104	-	-	-	-	-	-	-	-	-	-	76	-	-	-	7	21
Corr. Research	276	38	42	-	91	7	-	20	-	3	-	-	-	-	33	29	13
ther Activity	183	-	-	-	6	-	-	-	-	4	30	2	8	-	-	5	128
Ozalid	453	-	-	1	65	-	2	62	21	31	10	7	8	-	31	113	102

a/ Excludes Branch Chief

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TAB C

ANNUAL REPORT – FY 1966
TRANSACTIONS AND RECORDS BRANCH
RECORDS AND CONTROL DIVISION

1. Work Force

A. Office of the Chief

25X1A9a

███████████ has recently been reassigned leaving the office one short of the four authorized. The office should be fully staffed when control of the Qualifications Questionnaires are tied to the Fitness Reporting System in January 1967.

25X1A   B. ███████████

The current staffing authorization of 13 is at least one short of adequate. The section has had to use overtime and "detailed" personnel to keep the work current. The big volume increase in applicant activity reflects publicity and the Agency using CIA identification in recruitment efforts. Space continues to be a problem, however, a slight increase (5%) in OPF's can still be accommodated with the current equipment. Increased space requirements for applicant folders has been solved by more frequent shipments to the Records Center, however, this requires more man hours. Any increase in the Agency staffing or increased applicant activity would necessitate an increase in permanent staffing of the Files Section.

25X1A   C. ███████████

The PI clerks were granted authority to approve certain requests for personnel actions this year. Even with the increase in overall activity, the staffing is adequate. The credit desk has assumed responsibility for responding to outside inquiries on current and former Agency employees regarding verification of employment, completion of Form 75's, etc.

25X1A   D. ███████████

Status in one short of the desired staffing level of 5. I believe 5 can keep the work current without the use of overtime, which has been necessary recently.

2. PRODUCTION STATISTICS   (TAB A & B)

25X1A   A. ██████████████

The increased volume in applicant activity reflects Agency publicity in Parade, Sunday, This Week, In and other magazines as well as the increased use of Agency identification recruitment advertisements.

25X1A   B. ████████████████████████

The increased activity of the ████████████████████████ is a reflection of the less than normal activity last year and the designation of personnel into the CIA R & D System (in excess of 2200 actions.)

25X1A

25X1A   C. ████████████████

Increased computer input for Qualifications and the CIA Retirement and Disability program were the principal causes of increased activity for the Status Section. The CIA R and D Activity will cease to be a significant factor after the initial review of Agency personnel is completed this summer.

3. PROBLEMS MET AND SOLVED

A. A simplified system for preparing actions designating individuals into the CIA Retirement and Disability Program was established by coordination with the Retirement Staff, Office of Finance and OCS.

B. The retirement of certain applicant files to RID has been effected and the system is working smoothly.

C. A destruction schedule of 2 years from date of shipment to the Records Center was established for Applicant folders except Special Interest. These will be held for 5 years and returned to the Exec. Asst. to D/Pers for review.

4. FORECAST FOR FY 1967

    A. Overall TRB activity should increase in proportion with the increase in number of Agency staff personnel. Applicant file activity will increase if the Agency continues to increase recruitment efforts in its own name. The Status section will have an increased workload in proportion to increased Agency strength and whatever extra work results from the Qualification Questionnaires. The large volume of CIA Retirement actions will drop to a trickle after the review of Agency personnel.

5. FORECAST FOR FY 1968

    A. Branch activities for FY 1968 will be affected by the recommendations of the Systems Support Staff. The ███████████workload, 25X1A
staffing and space requirements should increase in proportion to Agency growth, however, the ███████████████████████ will change 25X1A
to reflect new procedures and equipment. I doubt that there will be any significant changes in staffing requirements in these sections, but we expect that the machine records system will provide more information and input will be simplified.

25X1A9a

Chief, Transactions & Records Branch
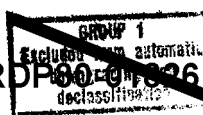
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PRS & PMCD

15 July 1966

MEMORANDUM FOR: Executive Officer to the Director of Personnel

Bertha:

1.   Attached are the annual reports from PRS and PMCD.

2.   No budget figures are included as I assume you still follow the pro-
cedure of handling Personnel funds in your office; we have no other significant
budget figures to provide.

3.   I have little to add to either report, but I do think the major emphasis
in this area for the next year is, obviously, personnel forecasting and planning,
with appropriate validation throughout the coming year of our forecasts.   I wanted
to add only one point to this: PMCD is going to have an interest in what Jim's
group comes up with -- in terms of component requirement forecasting.   What the
components plan to do with their ceilings is, ultimately, going to be submitted
in the form of planning papers or proposed staffing complements.

4.   While, in this regard, there will be an element of coordination between
the two activities, we are doing our utmost to persuade the various components
(when they discuss with PRS their plans for internal ceiling allocations at appro-
priate grade groups) that they need not feel the purpose of the exercise is a
control device or one in which their progressions are going to be considered as
"set in cement."   We are trying to pin down, as accurately as possible, what the
components and Career Services hope to do and what they think they will need in
terms of personnel in the future (1 year plus 5 years).

5.   A significant part of our procedure calls for forecasting in terms of
Clint's idea of "boss's intentions."   So far, the components have welcomed this
idea and have felt quite free to discuss these projections with us -- confident
that they can be altered, if circumstances dictate.   This flexibility, I think,
is essential to this kind of forecasting and, for that reason, it is quite a
separate program from ████████████ responsibilities in the review of planning papers, 25X1A9a
staffing complements, etc.

6.   I might only add to the PRS statement that we would expect to be fully
staffed, i.e., the 3-team concept, in the near future (we need only 4 additional
persons, 3 of whom have been at least identified) and this, I think, will be
sufficient -- not only for the component requirements program, but also, to take
on any worthwhile special studies which might be uncovered by forecasting tech-
niques.   In this regard, personnel forecasts, I am sure, will provide many by-
products worthy of management consideration.

██████████████████

25X1A9a

Deputy Director of Personnel
for
Planning and Research